

**We have a full-time opening in our
Norwich office for a**

Quality Assurance / Pagination Specialist

Quality Assurance responsibilities will include the proofreading and coordinating of display ads and related materials for all 7 of our publications, coordinating with our sales force and customers and ensuring a high standard of accuracy.

Pagination responsibilities include the graphic layout of our Pennysaver publications using Quark Express and other specialized software. Excellent typing skills are required and some experience in a graphic arts environment would be a plus.

This dual position requires a high level of attention to detail and accuracy, along with the ability to multi task, be organized, work collaboratively within a team and the ability to effectively communicate. Must be able to work in a deadline driven environment.

Benefits: Health, Dental and Vision insurance, Paid Time Off, Paid Sick Time, 401K. Range of pay: \$16.00- \$16.50 per hour based on level of experience.



If you think you have the skills and personality we are looking for, stop in at the Pennysaver office at 18-20 Mechanic St., Norwich, NY and fill out an application.

Open Monday through Friday, 8:30 am to 4:30 pm. You may also email a cover letter and resume to production@pennysaveronline.com. No phone calls, please.

We are an equal opportunity employer.

PENNYSAVER